



FOR PAYROLL USE: Company \_\_\_\_\_ Employee # \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

SIN#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
Month Day Year

GIVEN NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL ADDRESS : \_\_\_\_\_

1<sup>ST</sup> EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ARE YOU A STUDENT?      Yes      No      If yes CAMPUS BOX # : \_\_\_\_\_

ARE YOU A STATUS INDIAN?      Yes      No      If yes <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1-in/td1-in-20e.pdf>

WORK PERMIT or VISA:      Yes      No      If yes, you must provide copy of work permit/student visa and social insurance card.

**ALL of the following forms must be returned to Payroll to activate employment. Please check to ensure they are complete.**

- TD1 (payroll deductions)
- Payroll Request Form (completed by your Supervisor)
- Copy of signed letter of offer or student worker form
- Direct Deposit information\*
- Benefit Enrollment Forms (if applicable)

*\*Your pay will be deposited to your bank account. Your account must be with a Financial Institution in Canada. You must attach a void cheque or a form from your bank providing the electronic information (Institution Name, Institution Number, Transit Number and Account Number) for automatic deposit. If you do not provide this information, you will not be paid.\**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_